

**CONFIDENTIAL**

7 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending  
4 August 1972

25X1A

1. Cooperative Education:

[REDACTED] spent

2 August with Mr. Gilbert Darden, co-op coordinator at Virginia State College (black). He has promised to "reserve" at least one or two students for the Agency, which is helpful since North Carolina Agriculture and Technical State University has stated that they have such a great demand for black co-ops from private industry that they probably will not be able to meet our needs. They have promised, though, to work with the Dean of Engineering to request that he conduct a survey of his students to determine who may be interested in working for the Government in the Washington area.

2. Outside Interest in CIA's Retirement Program:

On 1 August, Miss Renee Higgenbotham, a representative from the Goddard Space Agency, visited Retirement Affairs Division to obtain information on our retirement planning program. The Goddard Space Agency is planning to set up a program to assist employees in

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EXEMPT FROM GENERAL DECLASSIFICATION	
SCHEDULE OF E. O. 11652, EXEMPTION CATEGORY:	
§ 5B(1), (2), (3) or (4) (circle one or more)	
AUTOMATICALLY DECLASSIFIED ON	
Approval of DCI	
(unless impossible, insert date or event)	

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preparing for their retirement. Miss Higgenbotham said that it would probably consist of only a seminar 3 to 6 months before retirement and one individual counseling session (close to retirement date) in which an employee gets an explanation of what his annuity will be and what will happen to his Government insurance.

Miss Higgenbotham has reviewed the retirement programs in six departments/agencies, including this Agency. She said that ours was vastly more comprehensive than any other program she had examined.

25X1A  
3. Position Management:

a. A discussion was held last week with the [REDACTED] Laboratory, Office of Communications on a suggested realignment of positions in the [REDACTED] Section.

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b. A meeting was held with the Director and Deputy Director, Office of Basic and Geographic Intelligence to initiate a position classification survey of that organization. Auditing of OBGI positions should begin during the week of 14 August.

4. Bloodmobile: One hundred forty-four pints of blood were donated on 1 August. This was close to the 147 donated in July.

5. Exercise Room: Two new Chest Pulleys and one Balance Beam were delivered for use in the Exercise Room.

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6. Air Force Job Fair: On July 28, 29 and 30, [REDACTED]

[REDACTED] Washington-based field  
recruiters, participated in "Operation Homelight II". "Homelight II"  
was an Air Force "job fair" for military personnel leaving service.  
Some 65 organizations (see attachment) gathered at the Crystal City  
Marriot Motel to discuss employment opportunities with about 2000  
servicemen. Our recruiters conducted over 200 brief interviews and  
gave preliminary application forms to about 50 individuals who may  
have potential for the Agency.

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[REDACTED]  
Acting Director of Personnel

Att

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**Distribution:**

Orig & 2 - DD/S

1 - IG

X - D/Pers Subject

1 - D/Pers Chrono

OD/Pers, [REDACTED] na (7 Aug 72)

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GOVERNMENT & SPECIAL ASSISTANCE  
AREA

(Suites 207-221)

AIR FORCE SERGEANTS ASSOCIATION

AGRICULTURE DEPT GRADUATE SCHOOL  
Career Transition Program

BALTIMORE COMMUNITY COLLEGE

D. C. MANPOWER

FORTY PLUS CLUB

JUNIOR OFFICERS ASSOCIATION

MARYLAND EMPLOYMENT COMMISSION

THE STATE OF MARYLAND

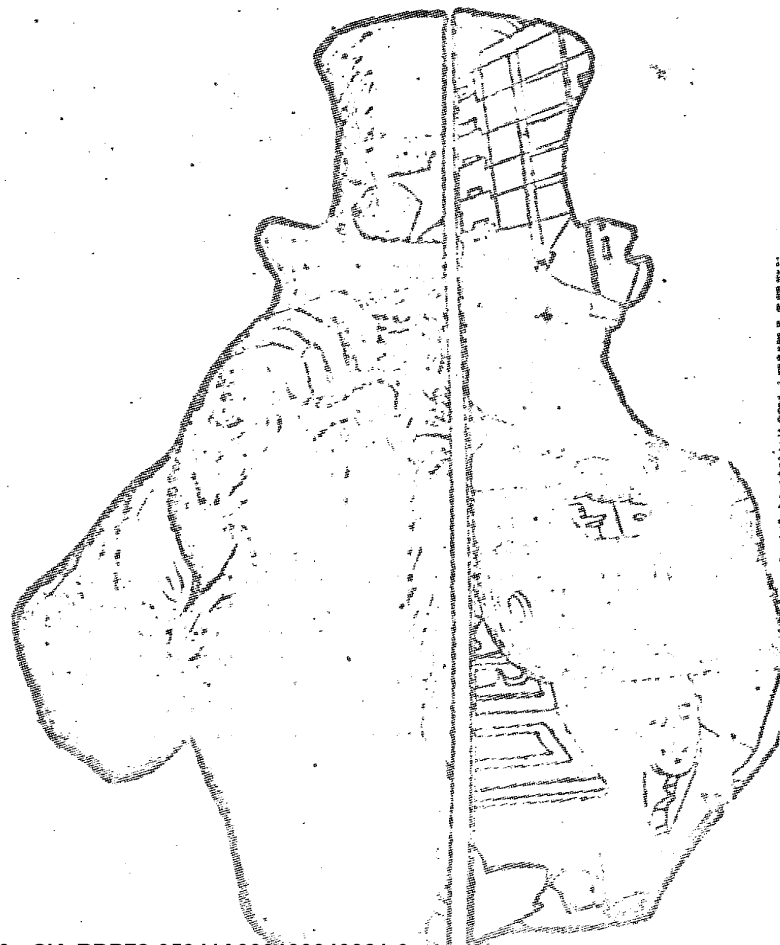
NORTHERN VIRGINIA COMMUNITY COLLEGE

RETIRED OFFICERS ASSOCIATION

COMMONWEALTH OF VIRGINIA

VIRGINIA EMPLOYMENT COMMISSION

OPERATION HOMELIGHT II  
D I R E C T O R Y



AMERICA LIFE & CASUALTY.....235  
 AMERICAN CAN CO.....229  
 AMERICAN SAVINGS & LOAN LEAGUE.....1007  
 AMERICAN STERILIZER CO.....305- 316  
 BARR STALFORD CO.....203  
 BENDIX.....627  
 BETHLEHEM STEEL CORP.....607 - 623  
 BLUE CROSS/BLUE SHIELD...203, 226, 227, 228,.....512  
 ABC BUILDERS & CONTRACTORS.....418  
 BURNS INT'L SECURITY SERVICES.....510  
 BURGESS CORP.....1006  
 THE CHASE MANHATTAN BANK.....533, 323,.....721  
 CENTRAL INTELLIGENCE AGENCY.....1100  
 COMMERCE & INDUSTRY ASSOC OF NEW YORK.....1026  
 CROWELL & CO REALTORS.....504 - 514  
 BUREAU OF CUSTOMS.....1120  
 DON CHEMICAL - USA.....724 - 728  
 DUPONT GLORE FORGAN, INC.....1133  
 EASTMAN KODAK.....424 - 431  
 ELECTRONIC DATA SYSTEMS CORP.....914 - 303  
 FEDERAL BUREAU OF INVESTIGATION.....210  
 FORD MOTOR COMPANY.....624  
 GENERAL DEVELOPMENT CORP.....1114  
 GENERAL SERVICES LIFE INSURANCE CO.....916  
 GENERAL TIRE & RUBBER CO.....622  
 JOHNS HOPKINS HOSPITAL.....433 - 435  
 HECO.....1029  
 HOUSEHOLD FINANCE CORP.....516  
 IBM.....534  
 INVESTORS FINANCIAL SERVICES.....903  
 THE MACKE CO.....819  
 MANUFACTURERS HANOVER TRUST CO.....503  
 THE MERRITT CORP.....1119 - 1121  
 THE DONALD'S.....627 - 634  
 MERRILL.....606

INTERNATIONAL LIFE INSURANCE CO.....301-304  
 MOBIL OIL CORP.....410-415  
 NEW YORK LIFE INSURANCE CO.....714  
 PEACE CORPS.....207  
 PEOPLE'S POWER STORES.....1021  
 PHILIP MORRIS, INC.....903  
 PLANNING RESEARCH CORP.....607  
 PMTA TRUCK DRIVING SCHOOL.....525  
 PRATT & WHITNEY AIRCRAFT.....805-821-835  
 PUNTA FORDA ISLES, INC.....919  
 PURITAN CHEMICAL CO.....326  
 ROUTH ROBBINS REALTORS.....229  
 SCHLITZ BREWING CO.....1129-1131  
 SCOTT PAPER CO.....620  
 SEARS, ROEBUCK, & CO.....220  
 SNELLING & SNELLING.....1112-1108  
 SOURCE EDP.....703  
 STAR REALTY.....912  
 STEAK & ALE RESTAURANTS.....1105  
 STRATEGIC SYSTEMS PROJECT, USN.....1018  
 TEXAS INSTRUMENTS, INC.....702  
 3M CO.....1012  
 THE TRANE CO.....729  
 TRANSIT HOMES, INC. ORIGINAL PLAZA Apt 504N  
 TRANSPORTATION BUSINESS CENTER.....333  
 UNION CARBIDE CORP.....403  
 PROJECT VENTS.....  
 WADDILL & REED.....910  
 WESTINGHOUSE.....810  
 DEAN WETTER & CO.....716-706